



*Effective as of January 29, 2019*

## **BYLAWS OF THE EMORY UNIVERSITY GRADUATE STUDENT GOVERNMENT ASSOCIATION**

### **ARTICLE I PURPOSE**

The purpose of these bylaws shall be to detail the operating procedures and policies of the Graduate Student Government Association (GSGA) at Emory University in accordance with the GSGA Constitution. Aspects of operations contained within these bylaws may include, but are not limited to attendance policies, meeting structure, voting procedures, legislative committees, and monetary guidelines. The GSGA Constitution shall take precedence over these bylaws should there be any conflict or discrepancies between the two documents.

### **ARTICLE II LEGISLATIVE MEETINGS**

#### **Section 1. Definitions and Meetings**

##### **A. The Chair of the Legislature:**

1. The GSGA Chief of Staff shall serve as the Chair of the Legislature and preside over each GSGA Legislative meeting.
2. The Chief of Staff may appoint another member of the Executive Board or Legislature to preside over any meetings they are unable to attend.

##### **B. The Secretary of the Legislature**

1. The GSGA Deputy Chief of Staff shall serve as the Secretary of the Legislature.
2. The Chief of Staff may appoint another member of the Executive Board or Legislature to serve as Secretary for any meeting the Deputy Chief of Staff is unable to attend.
3. The Secretary of the Legislature is responsible for keeping meeting minutes, tallying all votes, and taking attendance.

##### **C. Parliamentarian**

1. The Chair of the Legislature shall appoint a Parliamentarian to serve throughout the Legislative session.
2. The Parliamentarian shall keep time for all debates, presentations, and requests pursuant to this Article.

#### **D. Regular Meetings**

1. Official meetings of the GSGA Legislature shall be held at a minimum of once a month during the Fall and Spring semesters of each academic year as defined by the official academic calendar set forth by the Emory University Registrar Office. One meeting shall be scheduled per month for every full month of the academic year (e.g., if the academic year is defined as August 23rd through May 8th, the Legislature must have a minimum of one meeting per month from September through April of that academic year.)
2. While regular meetings must be conducted at a minimum once per calendar month during the regular school year, the Chair of the Legislature has the discretion to call meetings more frequently.
3. The date and time of each Legislature meeting shall be set by the Chair of the Legislature. The set date and time shall be communicated to all Legislators at least two days prior to the scheduled meeting.
4. The Chair of the Legislature shall determine the most appropriate meeting time and venue after consulting with GSGA Administrative Advisors.

#### **E. Special Ad Hoc Meetings**

1. In the event of time sensitive matters, the Chair of the Legislature has the discretion to call Ad Hoc Meetings of the GSGA Legislature.
2. The Chair must announce these meetings no less than 24 hours before the scheduled meeting will be held.
3. Legislator absence at such ad hoc meeting will not count towards absences.
4. Legislators can participate in Ad Hoc Meetings via video conference and still have full voting and speaking rights.
5. The meeting shall only discuss special/urgent business and additional agenda items will not be accepted for these meetings.

#### **F. Special Joint Legislative Meetings of the SGA and GSGA Legislatures**

1. The Chair of the GSGA Legislature in conjunction with the Chair of the Undergraduate SGA Legislature have the discretion to call joint sessions of the Undergraduate and Graduate Legislatures to work on University-wide initiatives.
2. The Chairs of the Undergraduate and Graduate Legislatures shall set the date and time of these special sessions and must

communicate meeting time and date to all Undergraduate and Graduate Legislators at least two days prior to the scheduled meeting.

- G.** As stated in Article III, Section 2 of the GSGA Constitution, any graduate or professional student wishing to observe meetings of the GSGA Legislature, Officers of the Executive Board, and Advisors appointed by the GSGA President, or the Office of Campus Life to represent and advise the GSGA do not have the right to vote during meetings of the GSGA Legislature.
- H.** If, on the agenda for the GSGA Legislature meetings, confidential or sensitive information is to be discussed that is not to be shared with the public at the time of discussion, the GSGA Legislature reserves the right to close the entire, or portions of, the meeting to non-voting members.
  - 1. To close a meeting, a single legislator must make a motion to close the meeting to non-voting members, and if the motion is seconded the meeting shall be closed.
- I. Additional Provisions**
  - 1. Any procedural items not provided for in this Article will be governed by Robert's Rules of Order.

## **Section 2. Attendance of Legislators**

- A.** All voting members of the GSGA Legislature are expected to attend each official legislative meeting, with the exception of the following excused absences:
  - 1. Conflicting class schedule
  - 2. Illness
  - 3. Out of town for official academic purposes (e.g., academic conference, job interview)
  - 4. Official vacation period of a members' Graduate Division
  - 5. Personal or family-related emergencies
- B.** All members are expected to attend any emergency or special meetings scheduled by the Chair of the Legislature; however, absences from these meetings will not count towards a member's unexcused absence total.
- C.** Members must notify the Chair of the Legislature in the event of an absence at least 24 hours in advance of each scheduled monthly meeting and must provide a reason for the absence. Failure to notify the Chair of the Legislature of an excused absence or an absence for any reason not listed in subsection A above shall constitute an unexcused absence

- D. The Chair of the Legislature shall keep record of excused and unexcused absences for each member of the GSGA Legislature.
- E. Consequences of unexcused absences are as follows:
1. After two unexcused absences by a voting member of the GSGA Legislature, the member in question shall be notified by the Chief of Staff and shall be informed in writing of the potential consequences of any additional absences.
  2. After three unexcused absences, the GSGA Governance Committee may choose to initiate impeachment procedures of the member in question taking into consideration the circumstances of the absences.
  3. After four unexcused absences, the GSGA Governance Committee shall be required to initiate impeachment proceedings of the member in question regardless of the circumstances surrounding the absences.
- F. In the event a Legislator is unable to attend a legislative meeting, they should find a student within their graduate division to serve as their proxy for that legislative meeting and notify the Chair of the Legislature at least 24 hours in advance of the scheduled meeting of the proxy. If a Legislator is able to find a proxy, their absence will not be counted towards their unexcused absence total.
- G. Quorum:
1. A quorum to conduct business shall be a majority of the total membership of the Legislature, except in those instances where attendance by a legislator is deemed to be implausible by the Chair of the Legislature due to academic or, in the case of health science legislators, clinical scheduling conflicts that are unforeseeable. In which case, a quorum to conduct business shall be a majority of the total membership of the Legislature less the number of legislators whose attendance is deemed implausible by the Chair of the Legislature in accordance with the language contained in this Sub-Paragraph 1.
  2. There must be at least one representative from each Graduate Division present to have quorum, except in those instances described in Sub-Paragraph 1 above.
  3. Any Legislator may raise a point of order regarding the presence of a quorum, at which point the Chair of the Legislature (or his/her designee) shall call the roll.

### **Section 3. Legislative Meeting Agenda**

#### **A. Agenda Items**

1. The agenda of each official meeting of the Legislature may include:
  - i. Public debate.

- ii. Consideration of any individual or group having submitted a complete funding request or charter request (including a valid constitution and membership roster for charter requests) at least 72 hours before the meeting, except in the case that the individual or group fails to appear at the meeting.
  - a. Funding requests from an individual/group that fails to appear at the meeting shall not be considered.
  - b. The absent individual/group shall be given the opportunity to present their request at the next Legislature meeting.
- iii. Consideration of any committee chair wishing to provide a report on the activities of the committee.
- iv. Reports by any GSGA Executive Board Officer.
- v. Solicitation of and consideration of any new business raised by a GSGA member or visitor. Visitors must submit new business proposals to the GSGA President or Chair of the Legislature prior to the meeting. New business raised by visitors must be approved the GSGA President or Chair of the Legislature prior to the meeting.
- vi. Additional requests to be added to the agenda pursuant to part B of this section.

#### **B. Requests to be Added to the Agenda**

- 1. Any person or organization can request to be added to the Agenda to present a relevant issue to the GSGA Legislature including:
  - i. Legislators
  - ii. Emory Students
  - iii. Student organizations
  - iv. Emory faculty, administrators, or staff
  - v. Community organizations
- 2. Any of these individuals or groups requesting to be added to the Agenda must submit written document(s) with their request to Chair of the Legislature. Appropriate written documents include:
  - i. Draft resolutions
  - ii. Formal requests
  - iii. Other relevant documents
- 3. Individuals or groups who are granted time to present to the Legislature must come prepared to answer questions about:
  - i. Background information
  - ii. Financial information
  - iii. Future plans and the relation to graduate students
  - iv. Any other pertinent information

4. Any person or organization wishing to be added to the Agenda must contact the Chair of the Legislature at least 72 hours prior to the scheduled Legislative meeting.

### **C. The Agenda**

1. Who may request time:
  - i. Students, organizations, administration, etc.
2. Persons identified in Section B. of this Article shall be able to introduce any bill of law, authorization, special request, or resolution which shall be debated pursuant to this section.
3. Procedure
  - i. Persons seeking time before the legislature shall submit in writing to the Chair at least 72 hours before the meeting.
  - ii. The Chair shall confirm compliance in accordance with this section.
  - iii. The Chair shall circulate an agenda at least 24 hours before meeting.

## **Section 4. Floor Rules and Privileges**

### **A. Floor Privileges:**

1. Legislators who are rightfully able to vote shall be able to speak in debate on the floor.
2. Speaking privileges may be granted to those without them by a two-thirds vote of all Legislators at a given meeting.
3. The following people or their designees shall be allowed as much time before the Legislature as is necessary except while a motion has been made and debate on such motion is occurring to present items germane to their administrations, and shall have a total of five minutes each to yield to other speakers, so long as the presentation remains germane to the administration of the yielding individual:
  - i. Any member of the GSGA Executive Board
  - ii. Any member of the GSGA Executive Board-Elect
  - iii. The presiding officer of the Legislature
  - iv. Any University Administrative Officer or Dean
  - v. Any committee of the Legislature shall be allowed as much time before the Legislature as is necessary to report on the activities of the committee and to make recommendations to the Legislature germane to the purview of the committee.

### **B. Readings:**

1. Any member may call for the reading of any section of the GSGA Constitution and Statutes, GSGA Bylaws, or Robert's Rules of Order as it pertains to any motion, parliamentary inquiry, or point of order being heard.

2. If any member should object to the reading, the question of entertaining the reading shall be put to a vote without debate, requiring a majority for the reading to be entertained.

## **Section 5. Rules Governing Debate**

### **A. Consideration of Bills and Presentations**

1. Any bill of law, authorization, special request, or resolution shall be debated pursuant to this section.
2. Readings, when necessary, shall be by title only, except when otherwise called for by one-third (1/3) of those present and voting, in which case the presiding officer shall read the bill in its entirety.
3. The authors, sponsors, and/or presenters of the bill or request shall be afforded five minutes to present the entire issue to the Legislature.
4. Following the presentation, five minutes shall be allowed for non-debatable technical questions of the bill's authors and sponsors by Legislators.
  - i. A non-debatable technical question shall be any question that can be answered with "yes," "no," or a known fact.
    - a. Non-debatable technical questions may also be asked of members of the Executive Board during this time.
  - ii. The presenters may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, the Legislature shall move into debate.
5. Speaking privileges shall be granted to presenters without them for the term of presentation and non-debatable technical questions.
6. Following the question period, there shall be a period of pro/con debate by Legislators.
  - i. Debate shall be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
  - ii. Any Legislator may yield his or her debate time to a specific Legislator or to like-minded speakers.
  - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
  - iv. If a Legislator's speech is hostile to the side whose time he/she is using, that Legislator shall be ruled out of order and any time used by that speech should be returned to the clock.

- v. If, during the course of debate, it is deemed necessary to return to a question period, the Legislature may do so with a three-fifths vote. The question period shall again last for five minutes, then moving back into debate.
  - vi. If there are no Legislators wishing to speak on concurrent rounds of con and pro, the Legislature shall move into amendments or final privilege.
  - vii. A Legislator may yield his or her time to a member of the Executive Board.
7. Any amendments shall be heard following debate on the original bill or upon motion during debate.
    - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege shall be in order when hearing amendments.
    - ii. Following the above debate procedure, the amendment shall be put to a vote.
  8. Following the debate period, the authors and sponsors of the bill shall be afforded three minutes of final privilege.
  9. Following final privilege, the Chair shall put the question and the Legislature shall vote on the adoption of the bill.
  10. Amendments from the floor shall be in order at any time following bill introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made (see above).

#### **B. Consideration of Vetoed Legislation:**

1. Whenever the executive has vetoed any legislation and returned it to the Legislature, that legislation shall be added to the agenda under Vetoed Legislation and shall be debated pursuant to this section.
2. The Executive who vetoed the bill shall have three minutes to explain the reasoning behind the veto to the Legislature; alternately, the Chair of the Legislature shall read a statement from the executive who vetoed the bill not to exceed three minutes. Following this, the bill's authors and sponsors shall have three minutes to again present the bill and respond to the executive veto.
3. Following the presentation period, five minutes shall be allowed for non-debatable technical questions of the bill's authors and sponsors or of the executive who vetoed the legislation.
  - i. A non-debatable technical question shall be any question that can be answered with "yes," "no," or a known fact.



- ii. The bill's authors and sponsors or the executive may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, the Legislature shall move into debate.
- 4. Following the question period, there shall be a period of pro/con debate, with pro being in support of overriding the veto and con in support of sustaining the veto.
  - i. Debate shall be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
  - ii. Any Legislator may yield his or her debate time to a specific Legislator or to like-minded speakers.
  - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
  - iv. If a Legislator's speech is hostile to the side whose time he/she is using, that Legislator shall be ruled out of order and any time used by that speech shall be returned to the clock.
  - v. If, during the course of debate, it is deemed necessary to return to a question period, the Legislature may do so with a majority vote. The question period shall again last for five minutes, then moving back into debate with all debate times being reset.
  - vi. If there are no Legislators wishing to speak on concurrent rounds of con and pro, the Legislature shall move into amendments or final privilege.
- 5. Amendments that have been filed with the Legislature Secretary pursuant to the appropriate rules, shall be heard following debate on the vetoed legislation or upon motion during debate.
  - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege shall be in order when hearing amendments.
  - ii. Following the above debate procedure, the amendment shall be put to a vote.
  - iii. If the Legislature agrees to an amendment to vetoed legislation, said legislation shall be treated as a second reading from that point forward.
- 6. Following the debate period, the bill's authors and sponsors shall be afforded two minutes of final summation. Following that, the executive who vetoed the bill shall be afforded two minutes of final summation.

7. Following final summation, the Chair shall put the question and the Legislature shall vote on overriding the veto of the bill, with the affirmative in favor of overriding the veto.
8. Amendments from the floor shall be in order at any time following bill introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made (see above).

**C. Debate of Other Motions:**

1. When the Legislature is hearing any other debatable motion, there shall be two rounds of alternating con and pro debate with one minute per round per side.
2. The time afforded to all speakers may be limited or extended by a two-thirds vote, provided that any limitation applies to all subsequent speakers.
3. Following the above debate procedure, the motion shall be put to a vote.

**D. Debate of Other Matters and Presentations:**

1. Organizations or individuals wishing to present a matter to the GSGA Legislature should request to be added to the Legislative Agenda prior to the meeting.
2. The organization or individuals presenting shall be afforded five minutes to present to the Legislature.
3. Following the presentation, five minutes shall be allowed for non-debatable technical questions of the bill's authors and sponsors by Legislators.
  - i. A non-debatable technical question shall be any question that can be answered with "yes," "no," or a known fact.
    - a. Non-debatable technical questions may also be asked of members of the Executive Board during this time.
  - ii. The presenters may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, the Legislature shall move into debate.
4. Speaking privileges shall be granted to presenters who would otherwise be without them for the term of the presentation and non-debatable technical questions.
5. Following the question period, there shall be a period of pro/con debate by Legislators.
  - i. Debate shall be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.

- ii. Any Legislator may yield his or her debate time to a specific Legislator or to like-minded speakers.
  - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
  - iv. If a Legislator's speech is hostile to the side whose time he/she is using, that Legislator shall be ruled out of order and any time used by that speech should be returned to the clock.
  - v. If, during the course of debate, it is deemed necessary to return to a question period, the Legislature may do so with a three-fifths vote. The question period shall again last for five minutes, then moving back into debate.
  - vi. If there are no Legislators wishing to speak on concurrent rounds of con and pro, the Legislature shall move into amendments or final privilege.
6. Any amendments shall be heard following debate on the original bill or upon motion during debate.
    - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege shall be in order when hearing amendments.
    - ii. Following the above debate procedure, the amendment shall be put to a vote.
  7. Following the debate period, the authors and sponsors of the bill shall be afforded three minutes of final privilege.
  8. Following final privilege, the chair shall put the question and the Legislature shall vote on the adoption of the bill.

## **Section 6. Voting**

### **A. Standard Voting Procedure:**

1. The standard method for all votes requiring a majority shall be by voice, and the method for all votes requiring two-thirds or one-fifth of the body shall be done by rising (not counted) vote.
2. The chair shall declare the outcome of all votes.
3. Divisions shall be conducted by counted rising vote.
4. No one may cast a vote for another Legislator.
5. Legislators shall indicate how they voted on all main motions on voting records to be kept in the Legislature's collection of public records.
6. No Legislator may abstain from a vote except in cases wherein voting would present a conflict of interest.
  - i. A conflict of interest exists whenever a Legislator stands to gain an individual benefit from the matter being considered.

- ii. Legislators who abstain from voting in a voice vote due to a conflict of interest shall indicate a reason for the abstention on the vote record, and upon conclusion of the vote, rise and state the reason for the abstention.
- 7. The Chair shall not be required to vote except in the event of a roll call vote where his/her vote would affect the result.
- 8. The following types of legislation will be subject to the number of readings as listed below.
  - i. Bills that require one reading:
    - a. An Authorization
    - b. A Line Item Transfer
    - c. A Referendum
    - d. A Resolution
    - e. A Rules and Procedures Change
    - f. A Special Request
  - ii. Bills that require two readings:
    - a. A Constitutional Amendment
    - b. A Reserve Transfer
    - c. A Statute Change
    - d. A Student Body Initiative
    - e. A Student Body Law
  - iii. Bills that require three readings:
    - a. A Vetoes Bill
- 9. If any GSGA Legislator must miss a Legislative Meeting in accordance with Article II, Section II, Sub-Section G, the legislator will be allowed to vote on pending legislation introduced in a missed meeting via email no more than forty-eight (48) hours after the legislator has been provided with the Legislative Meeting notes along with a transcription of the discussion surrounding the pending legislation.

#### **B. Roll Call Votes:**

- 1. When not otherwise called for, a roll call vote may be ordered by one-fifth of the Legislators present and voting at any time before the next question is spoken on.
- 2. When not otherwise called for, a roll call ballot may be ordered by a majority vote at any time before the next question is spoken on.
- 3. Legislators may abstain from voting in the roll call vote in cases of conflict of interest as described above.
  - i. When the Legislator wishing to abstain has his/her name called, he/she shall explain the reason for the abstention to the Legislature for consideration.
  - ii. The Legislator abstaining shall write the reason for abstention on his/her voting record.
- 4. Roll call votes and ballots shall be recorded in the minutes of the meeting, indicating how each Legislator present voted.

### **Section 7. Public Debate**

#### **A. Rights to Debate**

1. Any Emory University Graduate student shall be entitled to speak in public debate.
2. There shall be a clearly visible sign-up sheet for public debate at the front of the Legislative chambers before any Legislative meeting is scheduled to begin.
3. Students must be present at the Legislature meeting to receive public debate time.
4. Any student wishing to speak shall write his/her name on the sign-up sheet, and will be granted two minutes to speak.

#### **B. Procedure**

1. Public Debate shall be held before any pending legislation or nominations are heard.
2. Each student signed up for public debate shall have one minute to speak.
  - i. Upon expiration of the allotted time, any Legislator can motion to extend the speaker's time for a specified amount of time.
  - ii. If that motion is seconded by another Legislator, the student may continue speaking until the extended time expires.
3. Students, once called, may yield some or all of their time to other members of the Student Body.
4. No individual may speak for more than five minutes in public debate, without exception.
5. Students may reserve their speaking time once during public debate, causing their name to be passed on the list.

### **Section 8: Closed Meetings and Sessions**

If, on the agenda for the GSGA Legislature meeting, confidential or sensitive information is to be discussed that is not to be shared with the public at the time of discussion, the GSGA Legislature reserves the right to close the entire, or portions of, the meeting to non-voting members. To close a meeting, a single legislator must make a motion to close the meeting to non-voting members, if the motion is seconded, and a majority of legislators vote to close the meeting, the meeting shall be closed.

## **ARTICLE III GSGA Executive Board Meetings**

### **Section 1. Meeting Schedule, Notification, and Attendance**

- A.** Meetings of the GSGA Executive Board are required to be held at a minimum of once a month during the academic year and may, but are not required to, continue during the summer months.
- B.** The date and time of each Executive Board meeting shall be set by the GSGA President. The set date and time shall be communicated to

all Executive members by the GSGA President or Executive Vice President.

- C. The GSGA President may reschedule Executive Board Meetings, provided there is at least one week remaining before the previously scheduled meeting. The new date and time shall be communicated to all members of the GSGA Executive Board immediately.
- D. All Officers of the Executive Board are expected to attend each meeting of the Executive Board. Policies regarding absences and consequences of unexcused absences for the GSGA Executive Officers shall be the same as those outlined for GSGA Legislature member.

## **Section 2. Meeting Procedures**

- A. The GSGA President or Executive Vice President shall preside over each Executive Board meeting.
- B. Each member of the Executive Board wishing to speak should raise their hand and be recognized by the presiding officer before speaking. Precedence in speaking order will be given to members who have not yet spoken or who have spoken fewer times than other members.
- C. As stated in Article III, Section 2 of the GSGA Constitution, any graduate or professional student wishing to observe meetings of the Executive Board, and Advisors appointed by the GSGA President, or the Office of Campus Life to represent and advise the GSGA do not have the right to vote during meetings of the Executive Board.
  - 1. Any member of the Emory University Community, member or constituent of the Undergraduate Student Government Association (SGA), or any other person not defined as a voting or non-voting in Article III Sections 1 & 2 of the GSGA Constitution shall not be permitted in GSGA Legislative meetings without approval from both the GSGA Executive Board and GSGA Legislature.
- D. If, on the agenda for the GSGA Executive Board meeting, confidential or sensitive information is to be discussed that is not to be shared with the public at the time of discussion, the GSGA Executive Board reserves the right to close the entire, or portions of, the meeting to non-voting members. To close a meeting, a single member of the GSGA Executive Board, including the GSGA President, must make a motion to close the meeting to non-voting members, if the motion is seconded, the meeting shall be closed.

## **ARTICLE IV ELECTIONS, IMPEACHMENT, AND VACANCIES**

### **SECTION 1. VOTING MEMBERS OF THE LEGISLATURE**

#### **A. Choosing Legislators:**

- 1. Each Graduate Division may elect or appoint representatives following their schools' rules and procedures.

2. Each Graduate Division must elect or appoint two representatives once per calendar year. Any graduate student enrolled at Emory University may be elected or appointed from within their graduate division as a Representative, with the following exceptions:
  - i. President, Executive Vice Presidents, or Treasurers or other Voting Member of Graduate Divisional Council may not serve as Graduate Division Representatives on the GSGA Legislature.
  - ii. Officers of the Executive Board of the GSGA may not serve as Graduate Division Representatives on the GSGA Legislature.
  - iii. No Graduate Division Representatives on the GSGA Legislature may represent multiple Graduate Divisions simultaneously.

#### **B. Impeachment and Vacancies**

1. Motion to Impeach and Notice
  - i. Any voting member of the GSGA Legislature may bring forth a motion to impeach another voting member on the grounds of violating or not adhering to the responsibilities, duties and powers of members set forth by this constitution and the GSGA bylaws.
  - ii. The impeachment motion must describe the offense and provide evidence to support such claim. The motion may be submitted via email to the President, Vice President, or Chief of Staff.
2. Process
  - i. The entire Executive Board shall convene within two (2) weeks to discuss the impeachment motion. The impeachment motion may be passed or overturned (and become an “official impeachment motion”) with a simple majority vote of the entire Executive Board.
  - ii. If the motion is passed, the GSGA President will notify the charged member within 24 hours to explain the circumstances surrounding the impeachment and the process here forth described.
  - iii. The Chair of the Legislature will schedule a closed impeachment meeting of only Voting Members of the GSGA Legislature and the GSGA President. The meeting shall be scheduled at least two (2) weeks after the Executive Board vote so that the charged member may have adequate time to prepare a defense.
  - iv. During the closed impeachment meeting, each Voting Member present will be allowed to weigh

- in on the case and the charged member will be given ample opportunity to defend their case.
- v. If quorum is met, the impeachment vote will take place at the end of the Legislative meeting. The charged member will be asked to leave the room before the vote.
3. Decision
- i. The impeachment decision will be passed by a two-thirds majority of all Voting Members present at the meeting excluding the charged member.
  - ii. The GSGA President will inform the charged member of the decision in person immediately after the vote.
  - iii. The charged member's school will be informed of the decision within 24 hours of the passed vote and will have one month to fill position.
  - iv. In the event of a vacant position from any other circumstance, the Graduate Division shall have one month to fill the position.

## **SECTION 2. OFFICERS OF THE EXECUTIVE BOARD**

### **A. Elections**

1. The President and Executive Vice President of the GSGA shall be elected in graduate-wide elections governed by the rules of the GSGA Elections Code. Only students currently enrolled in full-time or part-time graduate or professional programs shall be eligible to vote in Graduate-wide elections.

### **B. Appointments**

1. The President and Executive Vice President of the GSGA will appoint all other Executive Board Officers and Deputy Officers. Appointments and interviews of candidates may be conducted at the discretion of the GSGA President. The GSGA Legislature must approve all officer appointments made by the President by a simple majority vote. All appointed officers must complete the following application process:
  - i. Applications for open Executive Board positions will be made available to all graduate and professional students at Emory University.
  - ii. The GSGA President and Executive Vice President will review submitted applications and conduct in-person interviews for each open position.
  - iii. The GSGA President and Executive Vice Present will select nominees to appoint for each Executive Position to be confirmed by the GSGA Legislature.



- iv. When appointments are brought in front of the Legislature, the nominees must be present for questions and discussion with Legislators, but candidates must leave the room for the vote. At this meeting, it will be required that the GSGA President and Executive Vice President give adequate reasoning as to why they feel the nominees are the best choice for each position.
- C. Impeachment and Vacancies
  - 1. The impeachment process of an Officer of the Executive Board shall follow the same rules of impeachment as outlined for a Voting Member of the GSGA Legislature in Article 4, Section 1 of these Bylaws. Following an impeachment of an officer other than the President, a new officer may be appointed by the President and Executive Vice President of the GSGA. In the event that the Office of GSGA President becomes vacant through resignation or removal from office as provided for in this Constitution, the Executive Vice President shall assume the position for the remainder of the term. The Chief of Staff shall assume the position of Executive Vice President as outlined in the GSGA Constitution.

## **ARTICLE V LEGISLATIVE COMMITTEES**

### **SECTION 1. COMMITTEE CREATION AND TYPES**

- A. At any time during a Legislature Meeting, the GSGA President or member of the GSGA Legislature may propose and name a new GSGA Committee in order to facilitate the planning, discussion or investigation of topics, events or issues concerning the GSGA or the Graduate Student Body at Emory University.
- B. The formation of a GSGA Committee requires a simple majority vote of the Legislature.
- C. Two types of committees may be established:
  - 1. Standing Committees: exist indefinitely unless disbanded by a simple majority vote of the Legislature or if the committee has had fewer than two members for a period of six months or more.
  - 2. Ad Hoc Committees: cease to exist at the end of a time period specified at the time of its creation or after achieving a set of objectives specified at the time of its creation (e.g., an Election Reform Committee is disbanded after a new elections policy is enacted).

### **SECTION 2. COMMITTEE MEMBERSHIP**

- A. Each committee must consist of a minimum of two GSGA Legislative members and must have two members to assume the following roles:

1. Committee Chair
  - i. The Chair is responsible for setting the agenda, time and date of committee meetings, for ensuring progress on committee objectives and for presenting committee reports at Legislature meetings. The GSGA President may require that a committee be chaired by a designated member of the Executive Board.
2. Committee scribe
  - i. The Committee Scribe is responsible for providing reliable notes on each committee discussion and for drafting any official committee recommendations (e.g. election policy, budget guidelines, etc.). Notes shall be submitted to the Chief of Staff within one week of each committee meeting.
- B. After the establishment of an official GSGA Committee, any member of the GSGA Legislature may join the committee via communication to the GSGA Chief of Staff and approval by the GSGA President.
  1. All GSGA Legislators are required to sit on at least one committee.
  2. If a Legislator does not have a committee preference, the GSGA Chief of Staff will assign that legislator to any committee that has a vacancy.
- C. A member wishing to leave a committee or relinquish the role of Chair or Scribe may do so at any time by notifying the Chief of Staff. If either leaves a Chair or Scribe role vacant, the committee must elect or appoint an additional committee member to assume that role.

## **ARTICLE VI GRADUATE DIVISIONS**

### **SECTION 1. DEFINITION OF GRADUATE DIVISIONS**

The GSGA may recognize a Graduate Division as defined by a distinct subset of students within a particular graduate program or graduate or professional school that holds a perpetual charter under the GSGA. New Graduate Divisions may be recognized in the event that a new graduate program comes to exist (e.g. Allied Health within the School of Medicine) that is not or is not yet recognized by Emory University as an independent Graduate Division or School. If Emory University creates a new Graduate or Professional School, a new Graduate Division will be immediately recognized.

### **SECTION 2. REQUIREMENTS FOR GRADUATE DIVISIONS**

To be recognized as a Graduate Division, an organization must do all of the following:

- A. Hold a perpetual charter under the GSGA;

- B. Be in good standing with the GSGA and Emory University;
- C. Guarantee students within an entire graduate school or graduate program have adequate representation in the proceedings.

Adequate representation entails:

- 1. Suffrage of all students within the school or program during general elections and Constitutional adoption and subsequent revisions.
- 2. Eligibility of all students within the school or program to run for office, subject to reasonable restrictions at the discretion of the Legislature of the GSGA.
- 3. Open meetings for all students of the graduate school or program.

### **SECTION 3. CREATION OF NEW GRADUATE DIVISIONS MEMBERSHIP**

- A. Demonstrate the need for the new Graduate Division by providing;
  - 1. A statement from the petitioning student organization attesting to the need for representation of students from that Graduate or Professional School or Program, and why the current Graduate Divisions do not adequately represent that Graduate School or Program.
  - 2. A signed statement by the Dean of the appropriate school affirming that the petitioning organization represents a distinct Graduate or Professional School or Program that is not adequately represented by any current New Graduate Division and confirming that the petitioning group will be authorized to represent that Graduate School or Program as a New Graduate Division.
  - 3. A petition by a majority of persons in that the new division will represent.
  - 4. A constitution which will be adopted if the division is granted its charter
- B. Receive the approval of the GSGA.
  - 1. Petitions for new Graduate Divisions shall be submitted to the President of the GSGA.
  - 2. The Executive Board of the GSGA must approve the petition by a majority vote of the membership of the Board in order for the petition to be considered by the Legislature of the GSGA.
  - 3. Should the petition receive the endorsement of the Board, the Legislature of the GSGA may recognize the New Graduate Division with a two-thirds vote of all Full Members.
  - 4. Appeals may only be heard by the GSGA Legislature, subject to the procedures of that body.

### **SECTION 4. RIGHTS OF GRADUATE DIVISIONS**

In addition to the rights of a perpetually-chartered student organization established by the Charter Bylaws of the Graduate Student Government Association, Graduate Divisions may:

- A. Represent the interests of their individual constituencies to the administration of the appropriate school or program, the administration of Emory University, and to others outside Emory University, as may be permitted by the school or program.
- B. Appoint or elect two (2) Representative to serve on the Legislature of the GSGA, pursuant to the restrictions in Article III, Section 3.
- C. Assume responsibility for all student events catering exclusively to their constituencies.
- D. Participate in certain funding and chartering processes of other student organizations formed within their school or program, including the ability to:
  - 1. Endorse new student organizations to be formed with their school to the GSGA.
  - 2. Assist in the creation and maintenance of operational budgets and supplemental funding pursuant to the Constitution and bylaws of the GSGA.
  - 3. Request additional operational funding in order to provide limited supplemental funding to other perpetually-chartered organizations formed within their school or program, and distribute these funds according to the Standing Rules of the GSGA.
  - 4. Endorse, either partially or fully, any requests from student organizations formed within their school or program for Supplemental Funding from Division-specific contingency accounts to the GSGA.
- E. Establish their own rules and procedures, including but limited to a Governing Policy, Finance Code, Elections Code, Legislative Code, Judicial Code, etc. for performing these and other duties, subject to Section 4 of this Article.

## **SECTION 5. GOVERNANCE OF GRADUATE DIVISIONS**

Graduate Divisions shall operate in accordance with procedures established by that organization, subject to the following:

- A. Procedures of Graduate Divisions may in no way violate regulations of the GSGA or Emory University.
- B. Graduate Divisions may fulfill other obligations or functions within their school or program so long as these obligations or functions in no way conflict with those reserved for the GSGA.
- C. The GSGA reserves the right to alter the constituency of any Graduate Division upon the creation or dissolution of any other Division.
- D. Revocation of any Graduate Division's perpetual charter, or the failure of a Graduate Division to remain in good standing, shall result in the dissolution of that Graduate Division.

## **ARTICLE VII FINANCE POLICY**

The GSGA will determine the minimum required financial policy that all

Graduate Divisions and Graduate and Professional Students at Emory University must adhere to. GSGA also reserves the right to enact a budget policy separate from these bylaws to govern both the GSGA Legislature and Executive Board expenditures of GSGA funds. This policy may be both enacted and modified by a simple majority vote of the GSGA Legislature.

## **ARTICLE IX AMENDMENTS**

Amendments to the GSGA bylaws shall follow those rules established and outlined in the GSGA Constitution.